
**REQUEST FOR WAIVER OF DUAL COMPENSATION (SALARY OFFSET)
NEED TO RETAIN**

Name and title of requestor _____ requests a dual compensation reduction (salary offset) waiver for {name of reemployed annuitant} _____. This waiver will enable {name of requesting organization} _____ to retain {name of reemployed annuitant} _____ in the position of {title} _____ {series} _____ {grade} _____ in order to:
(Indicate the specific ongoing project on which the individual will be working. Note: under this provision, individuals cannot be retained to continue all of the duties or functions of the position they held prior to retirement; they may only be retained for a specific project.)

The {name of requesting organization} _____ is requesting this waiver under the criteria in 5 CFR 553.201 (e) - "Requests based on the need to retain an individual." The criteria for approving a waiver for _____ are addressed and met by the following information:
(1) Critical nature of the project. Describe the project for which the individual is needed. Describe the importance of the project to the agency's mission. Also, describe the potential costs (this can be the cost in terms of impact or ramification) of project failure or delay, if any. Describe any legislative or presidential deadlines (be specific - particularly if timetables or milestones are involved), if any. Describe any other factors, as applicable, which demonstrate how the project is unusually critical.

(2) Candidate's unique qualifications. Describe the knowledge, skills and abilities possessed by the candidate that are essential for successful completion of the ongoing project. Provide a justification which shows that these knowledge, skills, and abilities could not be acquired by another appointee within a reasonable amount of time.

(3) Need for Retention. {name of reemployed annuitant} _____
will retire **(or resign if currently reemployed without a waiver)** on _____ and refuses reemployment
without this waiver. Consequently, **{name of requesting organization}** _____ will lose
_____ services unless the waiver is granted.

(4) Other Staffing Options. Explain why the work cannot be assigned to other employees involved with the same project.